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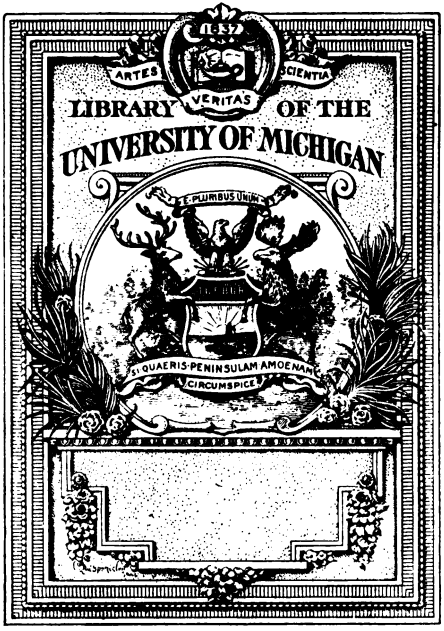

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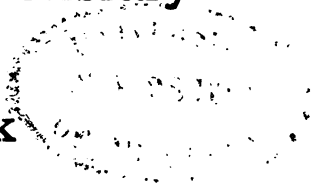
Brooklyn Public Library

Handbook



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CHRONOLOGY

1892. Act of Legislature empowering Brooklyn to establish a public library.

1896. Common Council petitioned to pass resolution in accordance with the provisions of the act of 1892.

1897. Resolution adopted by Common Council. Board of Directors of Brooklyn Public Library appointed.

1897. First branch (Bedford) opened.

1900. Flatbush Free Library transferred to the Brooklyn Public Library.

1901. Four independent libraries consolidated with the Brooklyn Public Library, viz., Library of the Union for Christian Work, Bay Ridge Free Library, Fort Hamilton Free Library, and New Utrecht Free Library.

1901. Brooklyn received as its share of the Carnegie gift to New York City, $1,600,000, with which to erect 20 buildings.

1901. Astral Branch of the Pratt Institute Free Library transferred to the Brooklyn Public Library.

1902. Act of Legislature creating a separate corporation for the purpose of permitting the consolidation of the Brooklyn Public Library and the Brooklyn Library.

1903. Consolidation of the Brooklyn Library with the Brooklyn Public Library. New Board created, consisting of members from both libraries.

1904. The first (Pacific) of the Carnegie branch buildings completed.

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1905. Triangular plot at the junction of Flatbush Avenue and Eastern Parkway designated as the site for the Central Building.

1906. $25,000 appropriated for the preparation of preliminary plans for the Central Building.

1907. Plans for Central Building adopted.

1910. Appropriation granted by the Board of Estimate for commencement of work on the Central Building.

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LOCATION OF BRANCHES

The Brooklyn Public Library at present consists of twenty-seven branches, three stations, five deposit stations, a department of traveling libraries, a library for the blind and the Administration Department.

Administration Department. — 26 Brevoort Place. Telephone, 2400 Prospect.

Albany Heights Branch. — 234 Albany Avenue, between Park Place and Sterling Place. Telephone, 1011 Bedford.

Bergen Street or St. John's Place car to Albany Avenue, or Tompkins Avenue car to Park Place.

Astral Branch. — Franklin and India Streets. Telephone, 403 Greenpoint.

Lorimer Street or Graham Avenue car to Franklin Street or Crosstown or Greenpoint car to India Street.

Bay Ridge Branch. — Second Avenue and 73rd Street. Telephone, 338 Bay Ridge.

Third Avenue car to 73rd Street, which may be reached by transfer from the Fifth Avenue elevated at 65th Street.

Bedford Branch. — Franklin Avenue opposite Hancock Street. Telephone, 3460 Prospect.

Fulton Street surface car to Franklin Avenue.
Fulton Street elevated to Franklin Avenue Station.
Franklin Avenue surface car to Hancock Street.

Brownsville Branch. — Glenmore Avenue and Watkins Street. Telephone, 1811 East New York.

Fulton Street elevated (City Line train) to Eastern Parkway.
Ralph Avenue or Hamburg Avenue car to Glenmore Avenue.
Bergen Street car (Woodhaven car) to Watkins Street.

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Bushwick Branch. { Bushwick Avenue and Seigel Street. Telephone, 2255 Williamsburgh.

Flushing Avenue car to Bushwick Avenue.
Graham or Bushwick Avenue car to Seigel Street.

Carroll Park Branch. { Clinton and Union Streets. Telephone, 723 Hamilton.

Smith, Union, or Court Street car to Union Street.
Marcy Avenue car to Clinton Street.

City Park Branch. { St. Edwards Street and Auburn Place. Telephone, 2566 Main.

Myrtle Avenue car to St. Edwards Street.
Ninth Avenue, Crosstown, or Park Avenue car to St. Edwards St.
Ridgewood or Lexington Avenue elevated to Navy Street Station.

De Kalb Branch. { DeKalb and Bushwick Avenue. Telephone, 900 Bushwick.

DeKalb Avenue car to Bushwick Avenue.
Broadway surface car or Ralph Avenue car to DeKalb Avenue.
Ridgewood elevated to Central Avenue Station.
Broadway elevated to Kosciusko Street Station.

East Branch. { Arlington Avenue between Warwick and Ashford Streets. Telephone, 44 East New York.

Fulton Street surface car (Cypress Hills) to Warwick Street.
Lexington Avenue elevated to Cleveland Street Station.

Flatbush Branch. { Linden Avenue near Flatbush Avenue. Telephone, 299 Flatbush.

Flatbush Avenue car to Linden Avenue.
Brighton Beach elevated to Prospect Park Station (transfer to Flatbush Avenue surface car).

Fort Hamilton Branch. { Fourth Avenue and 95th Street. Telephone, 339 Bay Ridge.

Third Avenue or Fifth Avenue surface car to 95th Street (surface cars may be reached by transfer from the Fifth Avenue elevated at 65th Street).

Greenpoint Branch { Norman Avenue and Leonard Street. Telephone, 1586 Greenpoint.

Lorimer Street, Graham Avenue, Greenpoint, or Crosstown car to Norman Avenue.

Kensington Branch. { 108 Ditmas Avenue. Telephone, 241 Flatbush.

Fifth Avenue elevated (Culver line) to 16th Avenue Station.
Reid Avenue or 16th Avenue car to 16th Avenue Station.

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Leonard Branch. { Devoe and Leonard Streets. Telephone, 5163 Williamsburgh.

Lorimer Street or Grand Street car to Leonard Street, or Graham Avenue car to Devoe Street.

Macon Branch. { Lewis Avenue and Macon Street. Telephone, 4626 Bedford.

Putnam Avenue and Halsey Street car or Fulton Street surface car to Lewis Avenue.

Montague Branch. { 197 Montague Street. Telephone, 2773–2774 Main.

Any downtown car reaching the vicinity of the Borough Hall.

New Utrecht Branch. { Bath Avenue and Bay 17th Street. Telephone, 126 Bath Beach.

Fifth Avenue elevated (West End) to 18th Avenue Station.
86th Street car to Bay 17th Street.

Pacific Branch. { Fourth Avenue and Pacific Street. Telephone, 1100 Prospect.

Fifth Avenue, Flatbush Avenue, or St. John's Place surface car to Fourth Avenue.
Fifth Avenue elevated to Atlantic Avenue Station.

Prospect Branch. { Sixth Avenue corner of Ninth Street. Telephone, 593 South.

Seventh or Fifth Avenue surface car to Ninth Street.
Fifth Avenue elevated to Ninth Street Station.
Smith Street car to Sixth Avenue.

Ridgewood Branch. { 496 Knickerbocker Avenue. Telephone, 170 Bushwick.

Gates or Myrtle Avenue surface car to Knickerbocker Avenue.
Hamburg Avenue car to Ralph Street.
Ridgewood elevated to Knickerbocker Avenue Station.

Saratoga Branch. { Hopkinson Avenue and Macon Street. Telephone, 434 Bushwick.

Putnam Avenue and Halsey Street car to Broadway.
Broadway surface car to Hopkinson Avenue.
Broadway or Lexington Avenue elevated to Halsey Street Station.

Schermerhorn Branch. { 198 Livingston Street. Telephone, 2338 Main.

Fulton Street elevated to Elm Place Station.
Fulton Street surface car to Hoyt Street.

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South Branch. { Fourth Avenue and 51st Street. Telephone, 178 Bay Ridge.

Fifth Avenue surface car to 51st Street.
Fifth Avenue elevated to 52d Street Station.

Tompkins Park Branch. { Tompkins Park. Telephone, 2275 Bedford.

Lexington Avenue elevated to Tompkins Avenue Station.
Marcy or Tompkins Avenue car to Greene Avenue.
Gates or DeKalb Avenue car to Tompkins Avenue.

Williamsburgh Branch. { Division and Marcy Avenues. Telephone, 1641 Williamsburgh.

Broadway elevated to Marcy Avenue Station
Tompkins Avenue car to Rodney Street.
Marcy Avenue car to Division Avenue.

Winthrop Branch. { 23 Monitor Street. Telephone, 1100 Greenpoint.

Flushing and Graham Avenue car to Richardson Street.

Department of Traveling Libraries. { 67–69 Schermerhorn Street. Telephone, 248 Main.

Cou Street, Bergen Street, or Crosstown car to Schermerhorn Street.

Library for the Blind. { At the Pacific Branch, Fourth Avenue and Pacific Street. Telephone, 1100 Prospect.

Fifth Avenue, Flatbush Avenue, or St. John's Place surface car to Fourth Avenue.
Fifth Avenue elevated to Atlantic Avenue Station.

STATIONS

Borough Park Station. { 14th Avenue and 54th Street. Telephone, 1398 Bath Beach.

Fifth Avenue elevated (West End) to 54th Street Station.

Concord Station. { Concord and Jay Streets. Telephone, 2286 Main.

Ninth Avenue, Park Avenue, or Smith Street car to Jay Street.

Sheepshead Bay Station. { 1657 Shore Road. Telephone, 563 Coney Island.

Ocean Avenue car to Voorhees Avenue.
Brighton Beach elevated to Sheepshead Bay Station.

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DEPOSIT STATIONS

No. 1. Canarsie.—A. F. Snelling & Son, Rockaway Parkway and Avenue G.

No. 2. Lefferts Park.—Melville Arcade, 15th Avenue and 74th Street.

No. 3. Vandeveer Park.—J. H. Kennedy, 1508 Flatbush Avenue, opposite Glenwood Road.

No. 4. King's Highway.—King's Highway and E. 12th Street.

No. 5. Montauk Avenue.—Fred'k H. Plate, corner of Montauk and Pitkin Avenues.

Branches

The Branches of the Library are located either in commodious and attractive buildings especially designed for the purpose, or in rented quarters equipped for library use.

In addition to the collection of books for home use, each branch has separate rooms set apart for reading and reference work for adults and children.

Stations

The Stations are in smaller rented quarters, and are open only at certain hours of the day or on certain days of the week. They serve a smaller community than the branches, and consequently lack the more complete equipment of the latter.

Deposit Stations

The Deposit Stations are collections of books, varying in size from 300 to 700 volumes, which are placed on deposit in suitable

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stores in the outlying districts of the city. These are directly in charge of the storekeeper, but are visited once a week by an assistant from the Library. A consignment of from 25 to 50 books is sent to the station each week, and those which are in need of repair or which have not proved popular are returned. In this way the collections are constantly changing.

Hours of Opening

The Library is ordinarily open from 9 A.M. to 9 P.M. on weekdays and from 2 to 6 P.M. on Sundays and holidays. Exceptions to these hours are noted in the Bulletin issued Quarterly by the Library.

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WHAT THE LIBRARY HAS TO OFFER

The Brooklyn Public Library contains 650,000 volumes, classified by subject as follows:

Periodicals, Society Publications, and Bibliographies	40,000
Philosophy and Religion	35,000
Sociology	50,000
Philology	7,000
Science and Technology	60,000
Fine Arts	26,000
Literature	80,000
History, Travel, and Description	88,000
Biography	51,000
Adult Fiction	154,000
Juvenile Fiction	58,000

Books in Foreign Languages

Included in the above classes are over 25,000 books in French, German, Italian, Spanish, Russian, Hebrew, Yiddish, Bohemian, Swedish, Norwegian, and Danish.

Distribution of Books Among the Branches

The Montague Branch is the largest in the system and contains about 240,000 volumes. The remaining 400,000 volumes are distributed among the other branches and stations, each branch containing a well-balanced collection of books in the above subjects. The standard reference books, dictionaries, and encyclopedias may be found at every branch.

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Reference Department

The Main Reference Department is located at the Montague Branch, and is open to anyone without presentation of a borrower's card. Here may be found a much more complete collection of reference books, general encyclopedias, dictionaries, gazetteers, atlases, etc., than at the smaller branches. Among other books of reference kept here are the directories of the leading cities of the United States, governmental and statistical handbooks, government publications, patent reports, drawings, and specifications, and special cyclopedias of science, technology, engineering, biography, history, etc.

Special Collections

It has been the policy of the Library to build up a general collection of the better books on all subjects. Special attention, however, is being given to books on the Civil War, costume, fine arts, and music, and the Library is unusually strong in these subjects. The Civil War Collection now contains about 3,000 volumes, including the library of Frank S. Halliday, which was purchased in 1908. The Music Collection numbers about 8,000 pieces and includes the works and scores of the well-known composers. Both vocal and instrumental music have been included. This collection has been recently enriched by the gift of the library of the late Professor Robert Thallon, for 35 years a teacher of instrumental music in Brooklyn and at various times organist of the Plymouth and Central Congregational Churches.

Endowment Funds

From time to time endowment funds have been given to the Library to be used for the purchase of books. The principal of these funds, most of which were received from the old Brooklyn Library, now amounts to $78,000, and the income to $4,100. Each of these funds is used to buy books on a definite subject, as follows: White Fund—Literature and Technology; Martin Fund—History and Travel; Wood Fund—Sociology and Philology; Lynde Fund—Biography; Cary Bequest—Science; Duryea Bequest—Architecture and Landscape Gardening; Bell Bequest—Theology; Cary Fund—Fine Arts. A fund is being raised in memory of Willis A. Bardwell, late Assistant Librarian.

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Periodicals

The Library is receiving 500 current periodicals, comprising the principal American, English, French, and German magazines, reviews, and weeklies in the fields of art, literature, education, science, and engineering. At the Montague Branch are the bound files of over 900 periodicals, embracing 20,000 volumes, including those listed in Poole's Index and many of the technical periodicals listed in the Engineering Index. The Library receives also the leading newspapers of New York and Brooklyn and 45 other cities, and has the complete files of several local papers.

Sociological Reference Room

It is planned in the near future to open at the Montague Branch a special Sociological Reference Room, which will contain books on the history and theory of charitable and reform work and the reports and publications of all such organizations of Brooklyn, besides those of the principal organizations in the other boroughs of New York City, and those of similar organizations in selected cities of the United States; a teachers' reference collection of works on the theory and practice of teaching, and the publications of educational boards and associations; and a section devoted to municipal government, which will include the standard treatises on that subject, the reports of the New York municipal departments, and of cities in which new forms of local government are being tried.

ARRANGEMENT OF BOOKS

The books in this Library are classified according to the Dewey Decimal System, as follows:

000—General Works.
100—Philosophy.
200—Religion.
300—Sociology.
400—Philology.
500—Natural Science.
600—Useful Arts.
700—Fine Arts.
800—Literature.
900—History, Travel, Biography.

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Each one of these classes has nine divisions, and each division is separated into nine sections; and the process is repeated as often as necessary. Thus, 537 means Class 5 (Natural Science), Division 3 (Physics), Section 7 (Electricity), and works on electricity are numbered 537. 824 means Class 8 (Literature), Division 2 (English), Section 4 (Essays), and all English essays are numbered 824. Thus all books on any given subject will be found standing together on the shelves, and the subjects most nearly allied will precede and follow.

Adult and juvenile books of fiction have no numbers, but are arranged on the shelves alphabetically by authors. All juvenile books are indicated by the letter J and are placed on special shelves.

Individual Biography has instead of a Class number, the letter B, and is arranged by subjects. For example, all the biographies of Lincoln will be shelved under B–L 736, with letters affixed to indicate the individual authors.

With these exceptions, all books in the Library will be found in one of the 10 main classes of the Dewey System.

In finding books on the shelves, the upper number is the Class number, and the lower the Book number. The Book number is the initial of the author's surname (except in individual biography) followed by an arbitrary number.

Catalogue

Each branch possesses a catalogue of all its books arranged in the alphabetical form of the dictionary. Books are entered under the name of the author and by title, so that by knowing either, the desired book may be found. The books upon the shelves are arranged by subjects, and the exact number assigned to each class of books may be found under the name of the subject in the catalogue.

A complete catalogue of the contents of all the branches of the Library is to be found only at the Administration Department, 26 Brevoort Place. Here also will be found the catalogue of the Library of Congress, which may be consulted between 9 and 5:30 on any day in the week except Saturday and Sunday

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Assistance in the Selection of Books

The assistants in the several branches are always ready to explain the arrangement and location of books and to aid in their selection.

At the reference departments of the branches, and especially at the Main Reference Department at the Montague Branch, trained assistants are in charge, who are prepared to render all the aid in their power to seekers for information. They are glad to assist such persons either by directing them to books in which the desired information may be found, or by furnishing answers to general questions which do not involve more than a moderate degree of research.

It is hoped that no patron of the Library will hesitate to avail himself fully of all the facilities of the Library.

INTERCHANGE OF BOOKS

By a system of free interchange of books among the branches, the resources of the entire Library are placed at the service of readers in any part of the Borough. Any book in the circulation department of the Library, in whatever branch, will be obtained for a reader upon request. An exception is made in the case of certain reference books which must be retained at the Main Reference Department for the convenience of the great number of people who would expect to find such books available there at all times.

If the reader is able to give the author and title of the book he desires, it will enable the Library staff to ascertain quickly whether the desired book can be secured from another branch, but the librarians will select and obtain books on a given subject even if the reader is unfamiliar with specific titles.

PUBLICATIONS

The Library issues a quarterly bulletin of books added, and from time to time publishes lists of books upon special subjects. Any of these may be obtained upon application at the branches.

The following lists have thus far been prepared:

Aeronautics or Aerial Navigation. 1909.
Balkan Question. 1908.

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Books for the Blind. 1907.
Books for Boys and Girls. 1904.
Books that Girls Like. 1904.
Books Useful to Teachers. 1904.
Building and Building Trades. 1910.
Child's Own Library. 1907.
Congestion of Population. 1908.
Costume. 1909.
Earthquakes and Volcanoes. 1906.
Far East. 1904.
Edward Fitzgerald. 1909.
German Books. 1907.
William Ewart Gladstone. 1909.
Greater New York. 3d ed. 1909.
Franz Joseph Haydn. 1909.
Oliver Wendell Holmes. 1909.
Henry Hudson and the Hudson River; Robert Fulton and Early Steam Navigation. 1909.
International Peace. 1908.
Samuel Johnson. 1909.
Abraham Lincoln. 1909.
Municipal Ownership. 1906.
Personal Hygiene and Physical Development. 1910.
Polar Regions. 1909.
Railway Rate Problem. 1906.
Steam and Gas Engines. 1906.
Alfred Tennyson. 1909.
Welfare of Children. 1908.
West Indies and the Bermuda Islands. 1905.

WORK WITH CHILDREN

Most of the branches of the Library are provided with large and attractive children's rooms. The smaller branches have at least an alcove or section set apart for the children.

No age limit bars any child from the use of these rooms, where shelves are filled with books delightful and useful to children. Expert assistants, trained in the new profession of children's librarianship, are prepared to help boys and girls to the stories and information books they desire, and to assist parents, teachers, and social workers with children, by making up lists, by giving book talks before mothers' clubs, working boys' and girls' clubs, etc.

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LIBRARY FOR THE BLIND

The Library for the Blind occupies quarters in the Pacific Branch Library, Fourth Avenue and Pacific Street. It is open on Tuesday, Wednesday, and Saturday from 2 to 6 P.M., and on Friday from 2 to 9 P.M. Oral readings are given on Saturday afternoon at 3 o'clock.

The collection in this department is composed of books and music in New York Point, Moon, French Braille and Line Letter. Instruction in reading these types is given without charge by the assistant in charge of the department to either adults or children at their homes. Application for the instruction of blind readers should be made directly to the assistant in charge.

Books from this department will be delivered through the mail to the nearest Branch Post Office free of charge and may be returned in the same way.

TRAVELING LIBRARIES

The Library also lends books, without charge, to organizations and institutions in the Borough. Schools, Sunday schools, clubs, societies, and similar organizations may borrow books carefully chosen to meet their special needs, and miscellaneous libraries, either adult or juvenile, are made up for organizations desiring books for general reading.

Special libraries are prepared for those following courses of reading or study.

Each traveling library consists of fifty books, delivered in a locked case, the transportation charges being paid by the Library. The books are loaned for two months, unless an earlier exchange is requested, with the privilege of renewal for a third month. There is no requirement beyond the signature of a responsible person as guarantor.

Whenever desired the selection of books may be made by a representative of the organization borrowing the library.

AUDITORIUMS AND STUDY ROOMS

The auditoriums in the Carnegie Branches may be rented for literary, educational, and philanthropic purposes, and for neighborhood meetings affecting public welfare, upon payment of $5

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for an evening and $3 for an afternoon, it being understood that no admission fee will be charged by the societies or individuals engaging the auditoriums.

The Main Reference Department at 197 Montague Street cannot, because of limited space, provide special study rooms for those whose work requires the use of certain books for several days or weeks in succession, but such accommodations have been provided in practically all of the new Carnegie buildings, and upon request the branch librarian will procure the materials desired and reserve the same for the use of such readers at the branch.

These study rooms may also, during library hours, be used by clubs or committees of the neighborhood, and the Library will gladly assist in the preparation of programs or courses of study for clubs and in providing material for the use of members in the preparation of papers.

DUPLICATE PAY COLLECTION

In order to meet the constant demand for "new books" a Duplicate Pay Collection was placed at the Montague Branch in December, 1908. From this collection, which, as the name indicates, contains only duplicates of books in the regular collection, books are loaned in any number to regular borrowers upon the payment in advance of five cents for each copy. The books thus borrowed may be retained one week, and may be re-borrowed any number of times upon the same condition.

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REGULATIONS

Registration of Borrowers

Any resident of Greater New York or any non-resident in business in the City may take books from the Library by making personal application at any branch of the Library for a borrower's card.

Applications of minors under 16 years of age must be signed by the applicant at the Library and be indorsed by the child's parent or guardian or by some person approved by the branch librarian.

Each borrower's card is issued for three years. At the expiration of that time the borrower must apply in person for its renewal. A borrower will be allowed thirty days after the date of the expiration of his card in which to renew the application. If not renewed in that time his card will be retained at the Library.

The borrower's card must be presented with every book returned and no book will be issued to a borrower without such card. When the card is not in use it may be left at the Library. A card can be used only at the branch from which it was issued, and all books must be returned to the branch from which they were borrowed.

A registered holder of a borrower's card is in all cases held responsible for books borrowed by its means, no matter by whom it is presented.

If a card is lost notice must at once be given to the Library. A new card will be issued after seven days on payment of ten cents, or without fee at the expiration of fourteen days.

Immediate notice of a change of address must be given to the Library.

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Borrowing Books

Each borrower is entitled to two books at a time, only one of which shall be a work of fiction. A work in several volumes is regarded as one book.

Each book may be kept two weeks except those in great demand, which may be restricted by the Librarian to one week. Books so restricted are designated "seven-day books."

No book will be exchanged on the same day on which it is taken out, unless a mistake has been made by the Library assistant, but a book may be returned at any time.

Renewals

Books that may be kept two weeks may be renewed for two weeks more on application, unless the book has been reserved for another borrower.

The request for renewal may be made in person or by mail or telephone. In making such request, the number of the book, or, if it is fiction, the title, the date on which it was taken out, and the number of the borrower's card should be given.

Fines for Overdue Books

Each book kept over time is subject to a fine of two cents a day until its return; if retained two weeks over time it will be sent for at the borrower's expense. As the Library is open every day in the year, Sundays and holidays will be included in computing fines.

No book will be delivered to any person upon his borrower's card until all fines and charges due from him are paid. A fine owed at one branch will debar the borrower from the use of books at other branches.

Reserves

Upon payment of two cents, any book in the library excepting reference books, current numbers of magazines, and new fiction, and such copies of popular novels as may be determined by the branch librarian, may be reserved for twenty-four hours. The borrower will be notified by postal that the book is being held for

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him. New fiction cannot be reserved until it has been in the Library three months.

Special Cards

Teachers, students in the high and normal schools and colleges, and others engaged in special study may obtain "special cards," which will entitle them to borrow six books at one time for use in their school work or study, in addition to the books issued to them on their regular cards. Special cards are not transferable, and are good only during the school year or period of special study.

Individuals having special cards may, at the discretion of the branch librarian, have the use of books usually issued on such cards, from the close of the school year to the opening of the fall school term.

All books issued on special cards may be kept for one month without renewal, but cannot be drawn a second time on the same card until they have been in the Library for twenty-four hours.

Vacation Privileges

Borrowers who go away during the summer are permitted to take ten books which are a year or more old, and to keep the same from June 1st to October 1st, with the understanding that any that may be urgently needed will be sent for and returned at the borrower's expense.

Damaged Books

Books should be examined for mutilations, etc., at the time of borrowing, as the last borrower will be held responsible for the condition in which a book is returned.

The amount to be charged for damages to books will depend upon the extent of the injury. When a book is so damaged as to be of no further use to the Library. the full price of the book will be charged.

Lost Books

If a book is lost by a borrower he will be charged the price paid by the Library for the book. When one volume of a work in

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two or more volumes is lost, the Library will endeavor to pro
a single volume to replace the one lost. If this cannot be d
the Library will be obliged to charge the price of the entire
and the borrower will be given all but the volume needed to c
plete the set.

Contagious Diseases

The Board of Health reports at the Library all cases of c
tagious diseases. Persons residing at houses which are qua
tined because of contagious diseases are instructed not to re
any books which may be out on their Library cards until the q
antine is removed, and are requested to notify the Library t
the books are being held for this reason. No fine will be char
on books so detained. When the books are returned mentio
their exposure to disease should be made so that the books m
be thoroughly fumigated.

Recommendations of Books for Purchase

Anyone desiring a certain book or books added to the Libr
is requested to give the title or titles to the Librarian for the c
sideration of the Book Committee. Slips on which such reco
mendations may be written are kept at the delivery desk.

Library Use

The Library is for reading and study as well as for the circu
tion of books, and all persons therefore are asked to refrain fr
unnecessary conversation or from behavior which might distu
others.

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